



U.S. General Services Administration

**Federal Supply Service (FSS)
Authorized Federal Supply Schedule
Price List**

**PROFESSIONAL SERVICES SCHEDULE
(PSS)**

PSC R704

Contract Number GS-23F-0021W

Contract Period: 12/08/2014 – 12/07/2019

Contractor Name & Address:

Beyond The Bottom Line, Inc.

1300 Mercantile Lane

Suite 139-MM

Largo, Maryland 20774

Office: 301-322-4083 Fax: 888-252-8047

www.beyondbottomline.com

POC: Corinda Davis

Business Size: Small women-owned 8(a) certified company

Prices Shown Herein are Net (Discount deducted)

Table of Contents

I. Contract Information	3
II. Terms and Conditions	4
III. Decriptions of Services	4
IV. Labor Categories and Descriptions	6
V. Price List	7

I. Contract Information

Awarded Special Item Numbers (SIN):	<p>520 11 – Accounting</p> <p>Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.</p> <p>NOTE: Accounting may include but is not limited to the following: Analyze, process, and summarize transactions. Assist in devising new or revised accounting policies and procedures. Classify accounting transactions. Perform special studies to improve accounting operations. Resolve accounting issues. Resolve and/or implement audit findings. Assess or enhance accounting internal controls. Improve operating efficiency and effectiveness.</p>
Awarded Special Item Numbers (SIN):	<p>520 11RC – Disaster and Recovery</p> <p>Create and set up alternative accounting system for interim financial transactions or follow the established policies and procedures to enable the business process to return to a normal state when the recovery or continuation of vital accounting technology infrastructure and systems has failed due to a natural or human-induced disaster.</p> <p>NOTE: Disaster and Recovery may include but is not limited to the following: Assist in devising new or revised disaster recovery policies and procedures. Perform special assignments to help with a quick return to normal operations. Establishing alternative accounting systems.</p>
Awarded Pricing:	IDIQ
Awarded Hourly Rate:	See Price List
Maximum Order:	\$ 1,000,000
Minimum Order:	\$ 100
Geographic Coverage:	Domestic delivery only
Point of Production:	Largo, Maryland, USA (PG County)
Discount from list prices or statement of net price:	To be negotiated at the task order level
Quantity (Volume) Discounts:	.25% discount off all orders totaling \$ 750,000 to \$ 999,999
Prompt Payment Terms:	.25% net 5 days
Government Purchase Cards at or below micro purchase threshold:	Accepted
Government Purchase Cards above micro purchase threshold:	Accepted
Foreign Items:	Not applicable
Time of Delivery:	To be negotiated at the task order level
Expedited Delivery:	To be negotiated at the task order level
Overnight and 2-day delivery:	To be negotiated at the task order level
Urgent requirements:	To be negotiated at the task order level

FOB point:	Destination
Ordering Address:	Beyond The Bottom Line, Inc. 1300 Mercantile Lane, Suite 139-MM Largo, Maryland 20774 Attn: Corinda Davis Phone: 301-322-4083 Fax: 888-252-8047 Email: bblinc@beyondbottomline.com
Ordering Procedures:	GSA/FSS Schedule Homepage: fss.gsa.gov/schedules
Payment Address:	Beyond The Bottom Line, Inc. 1300 Mercantile Lane, Suite 139-MM Largo, Maryland 20774
Warranty Provision:	Not Applicable
Export Packing Charges:	Not Applicable
Service and Distribution points:	Not Applicable
Participating Dealers:	Not Applicable
Preventative Maintenance:	Not Applicable
Special Environment Attributes:	Not Applicable
Section 508 Compliance	Not Applicable
Data Universal Number System (DUNS) Number:	132-48-1552
Central Contractor Registration (CCR) Database:	Beyond The Bottom Line, Inc. (BBL, Inc.) is currently a registered contractor in the DoD SAM database.

II. Terms and Conditions

Government Purchase Card Acceptance:	Available on All Orders
Rental Maintenance and Repair	Not Applicable
Installation	Not Applicable
Repair Parts	Not Applicable
Any Other Services	Not Applicable

III. Description of Services

Beyond the Bottom Line, Inc. (BBL, Inc.) is an 8(a) minority woman owned business providing services in the financial and accounting arena, as well as, budget and cash essentials, disaster recovery and administration to the private and public sector. BBL has over 20+ years of success with assisting clients in managing their daily business and financial activities.

Beyond The Bottom Line, Inc. is staffed with talented and professional employees, who work as a team to support and meet the needs of the companies, organizations, and agencies we serve.

SIN 520-11: Accounting - Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

Various service descriptions are provided, but BBL, Inc. is not limited to just these services.

Accounts Payable Services: BBL, Inc. will work with customers to identify practices and procedures for improving efficiency in vendor payments. These practices may include negotiating with vendors for volume discounts.

Payroll Services: BBL, Inc. is experience and will provide all aspects of payroll services to include time collection, paycheck production, tax filing, third party payments, and audit preparation. We apply processes to increase accuracy and efficiency.

Accounts Receivable Services: BBL, Inc. can provide assistance with invoicing, cash receipt recording, and collection of past due invoices. Assess and improve invoice deadlines through excellent customer relationships to improve receivable collections.

Investigative Accounting Services: BBL, Inc. specializes in resolving accounting fraud, by false or misleading concealment of accounting transactions. Implementing accounting controls to minimize re-occurrence of any accounting fraudulent activities.

Cash & Budget Essential Services: BBL, Inc. provides cash flow statements, cash forecast and budget projections, and proper cash management from receipt to disbursement.

General Ledger Services: BBL, Inc. will assist customers in proper classification of transactions, account analysis and reconciliation, depreciation schedules, as well as, preparation of financial statements to include managerial reports, performance ratios, and trend analyses.

SIN 520-11RC: Disaster and Recovery – Create and set or follow the established policies and procedures to enable the business process to return to a normal state when the recovery or continuation of vital accounting technology infrastructure and systems has failed due to a natural or human-induced disaster.

Various service descriptions are provided, but BBL, Inc. is not limited to just these services.

Strategically develop and implement a disaster recovery plan: BBL, Inc. will help the client with their disaster recovery plan consisting of actions intended to minimize the negative effects of a disaster and allow the organization to maintain or quickly resume mission-critical functions.

Providing accounting personnel support: BBL, Inc. will assist clients in anyway when a disaster happens to provide accounting transaction support. BBL, Inc.'s knowledgeable staff is quick to restore financial data to its proper state. We specialize in all areas of accounting.

IV. Labor Categories and Descriptions

ACCOUNTANT I

Minimum/General Experience:

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Oversee the entire Accounting Department and ability to perform various departmental functions of Accounting. Communicate with all transactional areas of the Accounting Department to ensure accuracy of the information flowing to the general ledger. Responsible for coordinating the monthly closings, analyzing balance sheet accounts and facilitating timely receipt of the information presented on the monthly financial statements.

Functional Responsibility:

Familiar with a variety of the accounting concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Work under general supervision. Reports to a manager or head of a unit/department. Excellent interpersonal, written and oral communication skills are a must for the position.

Minimum Education:

Bachelor Degree in Accounting, Business or related fields and four or more years of experience in the field.

ACCOUNTANT III

Minimum/General Experience:

Review balance sheets, profit and loss statements, and other financial reports prior to submission to management. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Submits finance reports to management, and offer suggestions concerning resource utilization, tax strategies, and assumptions underlying budget forecasts. The ability to identify and resolve accounting issues. The ability to negotiate on behalf of management.

Functional Responsibility:

Familiar with a variety of accounting concepts, practices, and procedure. Relies on extensive experience and judgment to plan accomplish goals. Will lead and direct the work of others. Creativity and latitude is expected to perform a variety of tasks. Reports to executive management. Excellent interpersonal, written, and oral communication skills are a must for the position.

Minimum Education:

Bachelor Degree is required in the area of Accounting, Business or related fields and eight years of experience in the field.

FINANCIAL ANALYST**Minimum/General Experience:**

Compiles and analyzes financial information. Develops integrated revenue/expense analyses, projections, reports, and presentations. Prepares and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts. The ability to identify and resolve accounting issues.

Functional Responsibility:

Familiar with standard concepts, practices and procedures within the field. Relies on experience and judgment. Performs a variety of tasks.

Minimum Education:

Bachelor Degree with two years or more experience in the field.

V. Price List

SIN(s)	Labor Categories	Hourly Rate
520-11	Accountant I	\$ 58.03
520-11	Accountant III	\$ 96.72
520-11	Financial Analyst	\$ 82.21

Service Contract Act (SCA):

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.